

広報番号： Announcement No.	DDYJ-034-09
募集締切日： Closing Date	1 Sep 09
発行日： Date of Issue	19 Aug 09

1.職種名 Job title (等級 Grade <u>8</u> / 語学等級 LAD <u>2</u>) <p style="text-align: center;">Forklift Operator Foreman B, # 2111 (フォークリフト運転手 フォーマン B)</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable Trainee Level: 2-7</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 事務系 Administrative </div> <div> <input checked="" type="checkbox"/> 技能系 Blue Collar Trade </div> <div> <input type="checkbox"/> 保安系 Security </div> <div> <input type="checkbox"/> 医療系 Medical </div> </div>		募集人数 No. of Recruitment <p style="text-align: center;">1 名</p>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Defense Distribution Depot Yokosuka, Japan Logistics Operations Department, Storage Division, HAZMAT Center and Outlying Warehouse Branch, Outlying Warehouses Section (J3W.42) 勤務場所 Working Place: Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0730-1615 / 1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Leads 15 forklift operators and two forklift operator foreman As (2111-7) in the operation of DDYJ outlying storage areas which includes open bulk storage, drum/cylinder yard, hazardous material (HAZMAT) storage, J-39 high rack and bulk storage areas, and heavy metal storage. Plans and coordinates daily warehouse operations. Maintains group discipline and enforces safety regulation. Ensures timely processing of material release orders (MROs), monitors status and reports any systematic problems encountered in the DSS warehouse application. Assists management for employee issues and safety concerns. Operates various type of material handling equipment and vehicles within warehouses and open area environment in performing duties involved in the physical storing, issuing, and delivery/shipping of material. Process receipt, stow, issue, re-warehousing, and condition code data into the Distribution Standard System (DSS) using truck-mounted and Hand Held Terminals (HHT). Performs other related duties.			
7.資格要件／身体条件 Qualification/Physical Requirements a. Must have GOJ ordinary vehicle license (AT only is NOT acceptable), GOJ large seized special purpose vehicle license, and forklift training certification with a lifting capacity of 3 ton or more. b. One year of specialized experience in the related work at 2-7 level of work. c. Knowledge of Distribution Standard System (DSS) operation. d. Knowledge of computer software programs (Word, Excel, and PowerPoint). e. Skill in leadership and communication working with USCS supervisors and Directors. f. Skill in operating forklift. g. Ability to speak, read and write English (LAD 2). h. Ability to lift heavy items (20kg). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 2-7: a. Must have GOJ ordinary vehicle license (AT only is NOT acceptable), GOJ large seized special purpose vehicle license, and forklift training certification with a lifting capacity of 3 ton or more. b. One year of specialized experience in the related work at 2-6 level of work. Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 運転免許証の写し Copy of GOJ ordinary driver's license, GOJ large sized special purpose driver's license <input checked="" type="checkbox"/> 修了証／証明書の写し Copy of Certificate of completion of training course for Forklift Operator with a lifting capacity of 3 ton or more. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		Working Schedule and working site are subject to change due to operational requirements.
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 1800 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : DDYJ Command Staff		軍電 (DSN) 243-6487
PD No.: DDYJ-J3W.42-006	PD is accurate and current. Certified by Activity: mt	HRO: (rcvd 7/14)kw 7/2 kw 8/19

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.